

Your Everything Solution for Temporary Administrative and Professional Staffing

Learn more at www.gsa.gov/tempstaffingsolutions



For fast, flexible, cost-effective procurement, turn to GSA's Multiple Award Schedules (MAS) — meet your acquisition challenges while achieving your mission's goals.

Speed – Shorten procurement lead-times and reduce your administrative burden and costs with quick and easy access to thousands of pre-qualified, industry leading contractors.

Selection – Compete among a vast selection of expert service and product providers to meet your mission needs from the largest, most reliable government procurement source.

Flexibility – Tailor RFQs and orders to your unique purchasing requirements and negotiate pricing below our ceiling rates to fit your specific needs and budget.

Efficiency – Streamline contracting while maintaining FAR compliance when you issue orders directly to pre-qualified contractors.

Value – Simplify your procurements by tapping into our pool of proven sources that have already been determined responsible and technically capable — at fair and reasonable prices.

Transparency – Leverage a suite of eTools that help identify qualified, small business contractors and maximize competition.

Manage Your Procurement – Your agency contracting officer will retain control of your procurement including requirements development, evaluation and award of the order.



Whenever your agency requires temporary administrative and professional staffing services, turn to GSA. Our industry experts can quickly provide you with proven, quality temporary associates — worldwide.

At GSA, we offer an integrated approach to accessing the broadest range of temporary support solutions. Through our Temporary Administrative and Professional Staffing Services, we simplify your access to thousands of pre-qualified temporary-help service providers, allowing you to tailor orders to meet your unique requirements and letting your agency negotiate pricing below our ceiling rates. GSA can assist you in accessing the experts needed for all phases of making your organization's temporary-support practices more efficient. Services available from GSA include:

- Administrative Support and Clerical Occupations;
- Automatic Data-processing Occupations;
- General Services and Support;
- Information and Arts Occupations;
- Technical and Professional Occupations; and
- Acquisition-management Support Services.

The GSA Multiple Award Schedule (MAS) program is the largest and most comprehensive acquisition vehicle available to the federal government. GSA MAS contracts offer your agency complete, state-of-the-industry products and services to meet today's challenges with leading temporary support services. These contracts are created to help agencies like yours comply with daily operational requirements. Though GSA has already negotiated fair and reasonable pricing, ordering activities can seek additional discounts with MAS contractors before placing an order.

Following are two cross-MAS groupings to help you determine the services that meet your needs in the temporary help arena.

Temporary Administrative and Professional Staffing Services (TAPS) (www.gsa.gov/temperservices)

Proven temporary-staff solutions — ranging from secretaries to accounting clerks and attorneys — are available in as little as one day. You can choose from various occupations, including administrative and clerical support, automatic data-processing, general services and support, information and arts, technical and professional. Temporary staff members can work a short time, or from an initial 120 workdays up to 240 workdays. To help your agency meet its socioeconomic goals, TAPS is 100-percent set-aside for small businesses. TAPS includes contractors certified by the Small Business Administration as 8(a), HUBZone and Small Disadvantaged Business (SDB), as well as contractors whose companies are woman-owned (WO), veteran-owned (VO) and service-disabled-veteran owned (SDVO).

Variety of offerings includes:

- Administrative Support and Clerical Occupations (including Administrative Clerk, Accounting Clerk, Audit Clerk, Court Reporter, Motor Vehicle Dispatcher, Document-preparation Clerk, Personnel Assistant, and much more);
- Automatic Data Processing Occupations (including Computer Data Librarian, Computer Operator, Computer Programmer, Computer Systems Analyst, Software Tester, and much more);

- General Services and Support (including Forklift Operator, Janitor, Grounds Maintenance, Logistics Management Specialist, Stock Clerk, Store Worker, Electrician, Plumber, and much more);
- Information and Arts Occupations (including Librarian, Illustrator, Public Affairs Officer, Food Service Worker, Cashier, and much more; and
- Technical and Professional Occupations (including Accounting Support, Procurement Clerk, Designer, Researcher, Environmental Technician, and much more).

Acquisition Management Support Services (www.gsa.gov/mobis)

Whenever your agency conducts federal acquisition-management activities, our expert contractors can provide you with valuable professional support services, even on a temporary basis. Note: Inherently governmental services, as identified in FAR 7.503 or by the ordering agency, are *prohibited*. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require that prospective contractors identify potential conflicts of interest and address those, prior to task order award. Services covered by this Special Item Number (SIN) are:

- Acquisition planning assistance (including market research and recommending procurement strategy);
- Acquisition document development (including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price-negotiation memoranda, etc.);

- Expert assistance in supporting proposal evaluations (including price/cost analysis or technical proposal analysis);
- Contract administration support services (including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies);
- Contract close-out assistance; and
- Competitive Sourcing support, including OMB Circular A-76 studies, strategic-sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

For more information about Temporary Administrative and Professional Staffing solutions from GSA, please visit www.gsa.gov/tempstaffingsolutions or e-mail marketing.gps@gsa.gov.

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Flexible and Scalable Procurement

Government agencies are located worldwide, and they range in size, function and buying preferences. Our goal is to help your agency identify the best acquisition tools for your needs.

Direct Access to Pre-Approved Contractors Online

The GSA MAS Multiple Award Schedules program establishes contracts with responsible contractors and negotiates ceiling rates for labor categories. The contracts are ready for federal government orders, saving time and effort over open market procurements. GSA's online tool, eLibrary, is a comprehensive information resource for GSA Multiple Award Schedules. The eLibrary allows users to search contracts by contractor name, contract number, Special Item Number (SIN), MAS number, and keywords. To learn more, visit www.gsaelibrary.gsa.gov.

Complete Solution

When your requirements cross multiple disciplines or combine services and products, the strength and diversity of the GSA MAS contractor community can rise to the challenge. Many contractors can provide total solutions for complex requirements across numerous schedules. Contractor Team Arrangements (CTAs) allow MAS contractors to create their own partnerships and to provide comprehensive solutions beyond the scope of their individual contracts. And just recently approved, a deviation to the FAR (FAR Part 51.1) now expands the authority of contractors to use GSA sources of supply, including GSA MAS contracts, GSA Global Supply and VA MAS contracts. To learn more, visit www.gsa.gov/far51deviation.

GSAAdvantage!®

GSAAdvantage!® is the federal government's premier online ordering system that provides 24-hour access to more than 17 million product and service solutions available from 16,000-plus GSA Multiple Award Schedules (MAS) contractors — as well as all products available from GSA Global Supply™. GSAAdvantage! offers: FAR-compliant purchasing; direct contact with MAS contractors to increase procurement speed and efficiency; specified grouping of products and services; easy-to-use research capabilities that narrow results and compare features, prices and delivery options; and a streamlined online experience with instant online ordering. For those state and local government entities looking to simplify their procurement process, GSAAdvantage! offers them the ability to use their own state or local government-issued charge card to access a wide variety of products and services solutions. It also provides customers with multiple payment options and online viewing of order

status to ensure complete order. The Advantage Spend Analysis Program (ASAP) reporting tool is also part of GSAAdvantage!; this tool serves several functions, including giving authorized users access to GSAAdvantage! sales and statistical data, with the option of running valuable reports. To learn more about how GSAAdvantage! can help you, visit www.gsaadvantage.gov.

eBuy

eBuy is an online Request for Quote tool to receive information for highly complex, large quantity or big-ticket procurement requirements. eBuy streamlines the solicitation process for customers by providing a single tool to post solicitations, receive quotes from GSA Multiple Award Schedules, GWAC or other GSA technology contractors, find sources of supply, submit responses and establish and use Blanket Purchase Agreements. eBuy creates value through instant access to contractors, paperless procurement from “cradle to grave,” full compliance with Section 803 of the 2002 National Defense Authorization Act, real-time RFQ management, volume discounts, electronic award notification and debriefing, and best-value practices through enhanced competition. It is ideal for customized services, with features that allow an agency to designate an RFQ as “Sources Sought,” attached specification documents and describe complex or customized requirements. By using eBuy, customers can reduce the time spent on procuring products and services so that they can concentrate on their true missions. To learn more, visit www.ebuy.gsa.gov.

Additional Information

The home base for information on Temporary Administrative and Professional Staffing solutions is www.gsa.gov/tempstaffingsolutions. This site contains links to external resources and regulations and additional resources and training.

GSA invites your questions to one of our Temporary, Administrative and Professional Staffing contracting experts; simply send inquiries to marketing.gps@gsa.gov.



We accept GSA SmartPay®2.

